



Environmental Protection Agency  
Office of Superfund Remediation & Technology Innovation

Contract No.: EP-W-13-015  
Contractor: Skeo Solutions Inc.  
TO No.: 10 OSRTI-Multi Regions

#### TECHNICAL DIRECTIVE DOCUMENT

*In accepting this technical direction, the contractor agrees that the cost and all other terms and conditions of the contract remain unchanged.*

Technical Directive No.: *R7 #1.1rev1 West Lake Landfill*

Site ID #, Action Code & Operable Unit (for cost recovery purposes): 0714CR00

**Task Order Project Officer (TOPO):** Freya Margand/Tina Conley (Alt) Phone: 703-603-8889/703-603-0696,

*Identified as primary point of contact for the full Task Order. The initial point of contact for project communication and start up for all support under the Task Order. TOPO/Alt TOPO can direct the contractor within the scope of the Task Order, revise Task Orders, initiate technical directives and provide clarifying communications or directions to contractor. **Has no authority to direct the subcontractor.***

**Task Order Manager (TOM):** N/A Phone:

*TOMs must hold a current COR certification and be identified as the COR on the TASC contract. The lead point of contact for communication for the project and can direct the contractor within the project scope of work as provided to the contractor by the TOPO/Alt. TOPO. **Has no authority to direct the subcontractor.** TOMs may not issue technical directives; only the TOPO/Alt. TOPO may do this.*

#### Site Staff:

RPM/Site Manager: Phone:

CIC: Ben Washburn Phone: 913-551-7364

*Is not a COR and has no COR responsibilities (unless designated as the TOM, above) or authority to direct the contractor or subcontractor. Serves as the Site expert and is able to provide technical clarification only to the contractor or subcontractor.*

**Regional TASC Coordinator:** Pamela Houston Phone: 913-551-7699

*Is not a COR and has no COR responsibilities (unless designated as the TOM, above) or authority to direct the contractor or subcontractor. Serves as a TASC program Regional point of contact for EPA and the communities and is responsible for communicating Regional TASC needs to Headquarters for planning purposes and as unplanned needs arise.*

**Note:** (2/24/2016) In response to community concern about the West Lake Landfill Superfund site cleanup processes and decisions, EPA Region 7 has convened a Community Dialogue Framework of individuals representing the various local stakeholders affected by the site. The Community Dialogue Framework is expected to meet on a regular basis (monthly or possibly more frequently) and will be discussing the upcoming proposed final remedy for the site. Facilitation for these meetings is being provided through EPA's Conflict Prevention and Resolution Center contract. TASC support has been requested to provide interpretation of technical information (such as site cleanup information, technical documents, monitoring data/reports, etc.) as is being provided to the CAG under the initial directive R7 #1.1 West Lake Landfill.

This revised directive continues support to the West Lake Landfill CAG and adds support for the Community Dialogue Framework. It is expected that information and presentations will be similarly provided to the CAG, Community Dialogue Framework and any other community forum. In addition, in order for the Community Dialogue Framework participants to all have an equal baseline understanding of the site cleanup process, a one-time Superfund 101 training will be provided at the March 2, 2016 meeting.

Revisions to the original directive are in red text below.

**Support activities:**

This technical direction document (TDD) authorizes TASC support to work with EPA Region 7 and the Bridgeton, Missouri community (and immediate adjacent communities) near the West Lake Landfill Superfund Site. It will serve as the foundation to provide independent interpretation of EPA's technical documents and technical information (historic & present) that have been used and continue to be used to support EPA's decisions.

TASC support for public meetings, CAG meetings, Community Dialogue Framework meetings and other-related forums is hereby requested. Contractor assistance is needed to interpret information and engage in/facilitate discussions with the environmental justice community representatives, governmental officials, businesses and others engaged in the community where the technical details of environmental problems and solutions of the site are being considered. Contractor support activities shall include:

- Reviewing and interpreting documents supporting Isolation Barrier activities or other solution that may be developed to separate the subsurface smoldering event from the radiologically impacted materials at the site. These documents include, but are not limited to: Work Plans, reports, design documents, and comment letters.
- Reviewing and interpreting documents related to remedy selection activities at the site. Such documents include, but are not limited to, Feasibility Study work plans and reports.
- Attending community meetings, including public forums and CAG meetings, Community Dialogue Framework meetings, as needed.
- Presenting technical interpretation of technical documents at community/public meetings and Community Dialogue Framework meetings; this includes responding to questions, and clarifying information that may, or may not, have been discussion items between community members and the technical advisor prior to any larger meetings
- Communicating and coordinating with EPA, Community Dialogue Framework facilitator and community for project planning, project/presentation follow-up, etc. This includes advising the CAG leaders and Community Dialogue Framework participants regarding direction and planning of topics for CAG and Community Dialogue Framework meetings. This also includes assisting the CAG in formulating questions to be submitted to EPA on a monthly basis.
- Providing experienced facilitation for dialogues with contentious groups.
- Preparing and presenting informational presentations at community meetings to facilitate understanding of a wide range of topics, which may include subsurface smoldering events (landfill fires), Superfund processes including Risk Assessment, RI/FS, and Remedy Selection.
- Presenting a Superfund 101 training to the Community Dialogue Framework during the March 2, 2016 meeting. Includes providing any handout materials to accompany the training.

**Deliverables:**

Deliverable quantities for document reviews, meetings, etc. are for the period from receipt of this revised directive moving forward, through the end of the period of performance.

1. Scoping meeting (with EPA and community) prior to developing approach: based on EPA staff and community availability.
2. Revised Project approach and staffing for support under this TD: within seven days of scoping meeting.
3. Reviewing and interpreting technical documents: as documents become available and as scheduled with EPA and community. Assume four technical documents, 100 pages each (not including appendices and maps).
4. Community presentations: as scheduled with EPA and community, as needed. Assumes four presentations.
5. Facilitating meeting/dialogues: as scheduled by EPA in coordination with community.
6. Coordinating with EPA, Community Dialogue Framework facilitator and/or community: ongoing, as needed. Ongoing communication includes: calls, e-mails, written materials, and all other conveyances of information between the advisor and EPA, the advisor the Community Dialogue Framework facilitator and the community. Assume a monthly call or meeting with EPA (60 min each), assume monthly call or meeting with CAG and Community Dialogue Framework
7. Superfund 101 Training/Presentation: delivered March 2, 2016. Region will provide logistics.
8. Travel to site to facilitate and/or present at meetings/discussions: as scheduled with community and EPA. Assume travel/ attendance at nine meetings and four presentations for CAG and Community Dialogue Framework, combined.

***I certify that this Technical Directive Document does not request services that are inherently governmental functions and that it does not alter the (1) Statement of Work; (2) Level-of-Effort; or (3) Cost of performing the authorized work for the above-referenced Work Assignment.***

**TOPO Signature:** Freya Margand **Date:** August 24, 2015 revised February 24, 2016

**Original to Contractor - Contractor Receipt:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**cc: Project Officer (5204P)**

**Contracting Officer (3805R)**

**COR File**